



भाविनि
BHAVINI

BHARATIYA NABHIKIYA VIDYUT NIGAM LIMITED

(A Government of India Enterprise)

Kalpakkam – 603 102, Kancheepuram District (TN)

VACANCY NOTIFICATION

ADVT. NO.01/2013/HR

ENRICH YOUR CAREER WITH ATOMIC POWER

BHAVINI, is a high profile Public Sector in limelight in view of the fact that success of Prototype Fast Breeder Reactor, under construction presently will bring energy security for India in future.

This company handles high end of technology. Advances in different disciplines of science is practical on day to day basis in implementation of Fast Breeder Reactors. Candidates after selection have opportunity of remaining updated with modern science & technology throughout their career. Department of Atomic Energy and all its organizations believe in value of human beings and leaves no stone unturned in updating the knowledge of its employees to international standards.

BHAVINI, invites applications from the qualified candidates for the following post:

Sl. No.	Name of Post	Scale of Pay (Central Govt. Pattern)	Total emoluments at the minimum of the scale (approx.)	Upper age limit as on 1.7.2013	No. of vacancies
1	Steno Grade – 1 (Hindi)	Pay Band Pay Rs.5200-20200 with Grade Pay Rs.2,400	Rs.18,800(approx.)	Must have completed 21 years but not more than 28 years	01(UR)

Essential Qualification & Experience

- Degree in any subject with minimum 50% marks in aggregate in core subjects
- A speed for 80 wpm in Hindi Stenography.
- Typewriting speed of 40 w.p.m. in Hindi on PC
- Should have passed a Certificate Course of a duration of not less than 6 months on MS Windows Operating System and Desktop applications such as MS Office (Word, Excel, Access, Power Point), e-mail management and internet surfing.

Candidates possessing qualifications of either diploma in Engineering (or) Degree in Engineering (or) M.Sc or MCA shall be deemed as over qualified.

Desirable

Two years working experience as Stenographer (Hindi) in Government / Semi-Government Organization / PSU / reputed commercial establishment

Other Service Conditions	
	In addition to Pay band Pay + Grade Pay + DA (Central Govt. pattern), HRA/Housing, CCA, PF, Medical, LTC/Encashment, Gratuity, Children Education Allowance, Canteen Subsidy, Leave Encashment, Performance Related Incentive, Update allowance, Site Location Allowance as admissible as per BHAVINI Rules.

Selection Procedure:

The candidates will have to appear for a written test. Those qualified in the written test will have to appear for Skill test (or) interview as applicable.

HOW TO APPLY

- i. The application should be submitted in the proforma given in the advertisement, **preferably type written.**
- ii. The outer cover should be superscribed "**APPLICATION FOR THE POST OF STENO GRADE-1 (HINDI)**"
- iii. Application should accompany self attested copies of certificates in support of (a) birth certificate/SSC Certificate for age proof (b) caste certificate for SC/ST/OBC (Recent Non-creamy layer Certificate) from the Competent Authority (c) disability certificate in case of Physically handicapped from the Competent Authority (d) educational qualification with mark sheets of each semester and the professional examinations appeared along with copy of graduation certificate from University (e) experience certificate (f) one extra passport size photograph.
- iv. Those who are working in the Central Govt. / State Govt. / PSUs/ Autonomous bodies should submit their applications through proper channel or NOC to be enclosed along with application. Advance copy may also be sent. However, the advance copy will be considered for candidature only on receipt of application through proper channel.
- v. Completed applications should be sent to **Senior Manager (HR) - Rectt, Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI), Kalpakkam, Kancheepuram Dist.-603 102** so as to reach us **on or before 25.01.2014** .

GENERAL

1. Mere fulfillment of requirement as laid down in the advertisement does not entitle a candidate to be called for Written test/Personal interview. In case the response is more, screening will be done for short listing the number of candidates to be called for Written test/Personal Interview. No correspondence in this regard will be entertained.
2. Applications which are not in conformity with the requirements and enclosures indicated in the advertisement shall be summarily rejected.
3. BHAVINI reserves the right to fill up all the posts or alter the number of posts or even to cancel the whole process of recruitment, without assigning any reasons.
4. Corrigendum or Addendum to this advertisement, if any, shall be published only on the website of BHAVINI. Therefore, the candidates are advised to visit our websites www.bhavini.co.in (or) www.bhavini.nic.in regularly.
5. No correspondence shall be entertained from unsuccessful candidates.
6. ONLY INDIAN NATIONALS NEED TO APPLY.

CANVASSING IN ANY FORM WILL BE DISQUALIFICATION.

Encl: Proforma

PROFORMA

APPLICATION FOR THE POST OF _____

BIO-DATA

1. Name (in Block Letters) :
2. Father's Name :
3. Date of Birth & Age :
4. a) Address for Correspondence :
- b) Contact Telephone No. :
- c) Email ID :
5. Permanent Address :
6. Nationality & Religion :
7. Whether belongs to SC/ST/OBC/UR/PH :
8. Marital Status :
9. Qualification :

**Affix
Passport
size
photograph**

Examination passed	Name of Institution	Year	Subject	Marks	Class / Division % marks

10. Experience :

Sl.No.	Name of Post	Name of Organisation	Nature of job assigned	Pay drawn & Scale of pay before leaving	From	To

11. Are you under contractual obligation to serve the Central/State Govt./any other Public Sector Undertaking? If so, please furnish full details. :
12. Name and address of not less than two persons to whom a reference can be made regarding your professional competence. :
13. Any other information you may wish to add. :

I hereby certify that the information given above is true & correct. In case, if any of the above information is found to be false, I am aware that in case of my Appointment, the same will be terminated as per the terms and conditions of appointment.

Signature :

Place :

Date :

Self attested copies of certificates to be enclosed :

Educational Qualification & Date of Birth Professional qualification certificate

Community Certificate Medical Certificate by the prescribed authority (only for PH candidates)

Experience Certificate Any other certificate

ADMIT CARD

Name & Address		Please affix Passport size photograph (duly attested by a Gazetted Officer)
Post applied for		

Signature of candidate :

(For Office use only)

Roll No. :
Date of Written Exam :
Centre / Venue :

Signature of Issuing Authority.